

Appendix 34b ▪ Report of Property Furnished/Purchased with Agreement Funds - Instructions

- 1. Please Type or Print In Blue Or Red Ink. Do Not Use Black Ink.**
- 2. Complete Contractor Name, Contract Number, Contractor Address, Contact Name, and Phone Number**
 - A. Enter "generic" name of item, e.g., typewriter, calculator, Dictaphone, etc.,
 - B. Enter model number or name.
 - C. Enter serial number; record all characters and digits.
 - D. Enter date of purchase.
 - E. Enter the cost of purchase (dollar amount including tax and/or shipping/set-up charges).
 - F. Enter fund source e.g., Title III, Community Based Program, MSSP.
 - G. Indicate CDA Tag Number, if applicable. If no number, leave blank.
- 3. Enter Authorized Signature, Title and Date.**
- 4. Submit to:**

California Department Of Aging
Business Services And Contracts Section
1300 National Drive, Suite 200
Sacramento, California 95834-1922